

Role	Invigilate?	Description	What courses do I need to complete	Average time to complete	What next?
<b>Centre Manager</b>	Yes – must also register as an Invigilator	Please refer to section 7.2 in ORM. The Centre Manager may also be registered with us in one or more of the other staff roles as long as the additional requirements are met. However, a Centre Manager does not need to register as an Administrator	<b>BCS Approved Centre – Induction</b> <ul style="list-style-type: none"> <li>• <b>An Introduction to BCS</b></li> <li>• Approved Centre Requirements</li> <li>• Staff roles and Responsibilities</li> <li>• The Approved Centre Forum</li> <li>• Learners</li> <li>• Assessments</li> <li>• Results and Certification</li> <li>• Quality Assurance</li> <li>• <b>ATLASCloud Test Platform Training Video</b></li> </ul>	<b>2hrs</b> start to finish but can be broken down	<ul style="list-style-type: none"> <li>• Receive pass notification by email</li> <li>• Create ACF Account</li> <li>• Place first order on ACF</li> <li>• ATLASCloud login details will be sent when order is completed</li> <li>• Register learners</li> <li>• Create accounts for other staff on ATLASCloud (Invigilators/administrators)</li> </ul>
<b>Second Centre Manager</b>	Yes – must also register as an Invigilator	Has the same authority as the Centre Manager but is not the main point of contact for BCS	<b>BCS Approved Centre – Induction</b> <ul style="list-style-type: none"> <li>• <b>An Introduction to BCS</b></li> <li>• Approved Centre Requirements</li> <li>• Staff roles and Responsibilities</li> <li>• The Approved Centre Forum</li> <li>• Learners</li> <li>• Assessments</li> <li>• Results and Certification</li> <li>• Quality Assurance</li> <li>• <b>ATLASCloud Test Platform Training Video</b></li> </ul>	<b>2hrs</b> start to finish but can be broken down	<ul style="list-style-type: none"> <li>• Receive pass notification by email</li> <li>• Create ACF Account</li> <li>• Account will be created on ATLASCloud by your Centre Manager</li> <li>• Register learners</li> <li>• Create accounts for other staff on ATLASCloud (Invigilators/administrators)</li> </ul>

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<b>Administrator</b>	Yes – must also register as an Invigilator	Anyone involved in administration activities such as <ul style="list-style-type: none"> <li>• Placing orders</li> <li>• Registering students</li> <li>• Assigning tests</li> <li>• Distributing Certificates</li> </ul>	<b>BCS Approved Centre – Induction</b> <ul style="list-style-type: none"> <li>• <b>An Introduction to BCS</b></li> <li>• Approved Centre Requirements</li> <li>• Staff roles and Responsibilities</li> <li>• The Approved Centre Forum</li> <li>• Learners</li> <li>• Assessments</li> <li>• Results and Certification</li> <li>• Quality Assurance</li> <li>• <b>ATLASCloud Test Platform Training Video</b></li> </ul>	<b>2hrs</b> start to finish but can be broken down	<ul style="list-style-type: none"> <li>• Receive pass notification by email</li> <li>• Create ACF Account if needed</li> <li>• Account will be created on ATLASCloud by your Centre Manager</li> <li>• Register learners</li> <li>• Create accounts for other staff on ATLASCloud (Invigilators/administrators)</li> </ul>
<b>Invigilator</b>	N/A	Please refer to section 7.3 in ORM Responsible for monitoring and invigilation of assessments under assessments conditions	<b>Invigilator - Induction</b> <ul style="list-style-type: none"> <li>• <b>An Introduction to BCS</b></li> <li>• Staff Roles and Responsibilities</li> <li>• Assesments</li> <li>• <b>ATLASCloud Test Platform Invigilator Training Video</b></li> </ul>	<b>45 mins</b> start to finish but can be broken down	<ul style="list-style-type: none"> <li>• Receive pass notification by email</li> <li>• Create ACF Account if needed</li> <li>• Account will be created on ATLASCloud by your Centre Manager/Admin if needed.</li> <li>• Create Invigilator key if required for test session</li> <li>• Must be observed during first test session</li> </ul>
<b>Teacher</b>	No	Delivering BCS qualification and require access to Approved Centre Forum AtlasCloud (assigning diagnostics) Must not be involved in any LIVE assessments	<b>Teacher – Induction</b> <ul style="list-style-type: none"> <li>• <b>An introduction to BCS</b></li> <li>• The Approved Centre Forum</li> <li>• <b>ATLASCloud Test Platform Teacher Training Video</b></li> </ul>	<b>35 mins</b> start to finish but can be broken down	<ul style="list-style-type: none"> <li>• Receive pass notification by email</li> <li>• Create ACF Account if needed</li> <li>• Account will be created on ATLASCloud by your Centre Manager/Admin if needed.</li> </ul>

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<b>Marker</b>	Schools – NO Private Trainers – cannot invigilate own learners	Please refer to section 7.4 of the ORM. Required for Centres undertaking manual assessments – responsible for the marking and second marking of assessments	<b>Manual Marking - Induction</b> <ul style="list-style-type: none"> <li><b>An Introduction to BCS</b></li> <li>Staff Roles and Responsibilities</li> <li>Assessments</li> <li>Manual Marking</li> </ul>	<b>1 ½ hours</b> start to finish but can be broken down	<ul style="list-style-type: none"> <li>Receive pass notification by email</li> <li>Create ACF Account if needed</li> </ul>
<b>Internal Verifier</b>	Yes – must also register as an Invigilator	Please refer to section 7.5 of the ORM The purpose of Internal Verification is the maintenance of standards within the qualification. Centres undertaking marking of assessments are required to demonstrate Internal Verification of the marking process.	<b>Manual Marking - Induction</b> <ul style="list-style-type: none"> <li><b>An Introduction to BCS</b></li> <li>Staff Roles and Responsibilities</li> <li>Assessments</li> <li>Manual Marking</li> </ul>	<b>1 ½ hours</b> start to finish but can be broken down	<ul style="list-style-type: none"> <li>Receive pass notification by email</li> <li>Create ACF Account if needed</li> </ul>
<b>Assessors</b>	N/A	Please refer to section 7.5 Assessors are required to review and assess all Learner materials to show that the evidence submitted demonstrates that the learning outcomes have been achieved.	<b>None</b>	<b>N/A</b>	<ul style="list-style-type: none"> <li>Create ACF Account if needed</li> </ul>

- Courses shown in bold **DO NOT** have a knowledge check
- 3 attempts at each knowledge check. Course can be reset by BCS twice.